

PURCHASE PRINCIPLES

- A. While it is important in times of financial restrictions and when individuals are being placed on waiting lists, we believe that the following principles are always good rehabilitation practice and should be followed by the staff of Iowa Vocational Rehabilitation Services (IVRS):
1. IVRS only purchases items/models that allow a client to do their job. IVRS will not pay for additional features that exceed the requirements to meet the client's vocational objective. Clients will have the option of purchasing, at their own expense, those features that exceed vocational needs, but may enhance the individual's family or social life.
 2. IVRS purchases the most economical item/model that meets the client's vocational needs.
 3. IVRS always seeks out the most economical alternatives to meet the client's vocational needs.
 4. IVRS will encourage all clients to develop strategies and savings programs to pay for replacement items/models or upgrades.
 5. IVRS encourages staff to obtain bids for major items and services purchased.
- B. When considering what item/model to purchase for a client the following questions should always be asked:
1. Is the item/model necessary and required by the disability so the individuals can successfully perform the training/job function?
 2. Is there an economical item/model that will permit the individual to perform the essential functions of their job?
 3. Is the item/model truly needed for the individual to be able to do the essential functions of their job?

August, 2007

